



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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FORT DIX, NEW JERSEY 08640-5606**

ARMY BULLETIN NO. 18

22 March 2004

SETTLEMENT OF TRAVEL VOUCHERS (DD Form 1351-2) (USPFO-C)

1. The provisions of this message are effective immediately, and apply to all military and civilian travelers, as well as Non-DOD individuals traveling on invitational Travel Orders. This applies to settlement vouchers for temporary duty (TDY), permanent change of station (PCS), and local travel vouchers.
2. This is to establish the administrative review and signature requirements for travel settlement vouchers, for all travelers serviced by the USPFO-NJ.
3. After completion of travel, the traveler prepares a Travel Voucher, DD Form 1351-2. Travelers are encouraged to use the new DD Form 1351-2, dated December 2003, that is available on the following website: WWW.DIOR.WHS.MIL/ICDHOM/FORMINFO/FORMINFOPAGE500.HTM, this site offers three different formats, including adobe fillable. The new form has specific blocks (20c and 20d), for the review and signature. For TDY travel, the travel voucher is submitted to the traveler's commander/supervisor (or designated representative when the commander or supervisor is unavailable) for review. For a PCS Travel Settlement Voucher, the reviewer is the in and out processing individual receiving the voucher from the traveler. Reviewers for an invitational travel order are in the office inviting the individual to travel. Reviewers for individual ready reservists (IRR)/ individual mobilization augmentees (IMA), are the supervisor/commander at their duty site.
4. This review and signature is not intended as a payment computation, nor is it for approval of items on the claim requiring specific approval. This review ensures that the claim is complete and proper, and complies with the intent of the orders.
5. The reviewer ensures that:
 - a. The claim is presented on an original travel voucher, with an original signature and date.
 - b. Administrative data on the voucher agrees with the orders.
 - c. Original receipts for lodging and rental cars are attached. Original receipts for lodging are required, regardless of the amount. If original rental car receipts are not available, a statement as allowed in the JFTR, or a legible copy as allowed in the DoDFMR, Vol. 9, are acceptable.
 - d. Advance and partial payments are indicated in the appropriate block. If there are no advance or partial payments, the traveler annotates "NONE" in the block.
 - e. Confirmation numbers of nonavailability are present, along with whether they apply to meals, lodging, or transportation.
 - f. The claim is reasonable and constant with the mission, and claims for reimbursement are authorized on the travel order.
 - g. The authorized and used rental car was appropriate to the mission and the number of travelers, and its cost was the lowest available to the U.S. Government.
 - h. All single items or expense of \$75.00 or more, are supported by a receipt.
 - i. When foreign currency was used while traveling on official business, the traveler includes the expense in both foreign currency and U.S. dollars, showing the exchange rate and commission charges for the foreign currency at the time of the transaction.

j. Any deviations from the travel order was in the government's best interest and not for personal business.

k. The reviewer will use block 21A for their signature.

6. Signature Cards (DD Form 577) are not required for individuals performing this administrative review. Signature cards are still required for individuals appointed as travel approving officials, in accordance with DFAS-IN Regulation 37-1. Travel settlement vouchers requiring specific approval, such as after-the-fact approval of entitlements not on the original orders, must have the travel approving official approve the after-the-fact items. If this is not done by an amended order, in block 21A, and dating the signature in block 21b, additional administrative review is not required, as the travel approving official has the authority to review the voucher. In the instance the travel approving official who is doing the administrative review as well as approving an additional entitlement will sign in blocks 20C and 21A, showing they are performing both functions.

7. Travel settlement vouchers received by the USPFO Travel Section, without the required review signature for travel, will be returned to the traveler without payment. Travelers may resubmit their travel settlement voucher after getting the required reviewer's signature.

8. Questions regarding the travel settlement voucher or entitlements should be directed to our point of contact, this office, USPFO-C, SFC Paula Cantara, at (609) 562-0231.

OFFICIAL:

A handwritten signature in black ink, appearing to read "Stephen J. Hines". The signature is written in a cursive, flowing style.

STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

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